

The Importance of Video Tutorials on Agenda Information System Implementation

Authors: Fatkhur Rochman¹; Izzatul Ulya²; Diana Eka Poernamawati³

Affiliation: Politeknik Negeri Malang, Indonesia^{1,2,3}

ABSTRACT

Video is a complete media, which contains information presented audio and visual. Video tutorials contain learning messages that display audio, videos that provide directions, ways, procedures, mechanisms about something so it's easy to emulate and do it right. Video tutorials in this study serve as learning media about the Agenda Information System application, which is a mail management system that is carried out electronically. The Agenda Information System aims to make mail management more efficient, reduce paper usage, and make it easy to retrieve. This research was conducted in one of the hotels in Indonesia with the object of research being six employees in the administration section. Along with the development of the company, it is hoped that correspondence activities can still be carried out properly, by means of electronic management. So, it is necessary for employees in the administrative section to get learning about managing electronic mail. This is the rationale for creating an Agenda Information System which is disseminated not only face to face but also using video tutorials.

Keywords: Video, video tutorial, sistem informasi agenda.

1. INTRODUCTION

Video is an audio-visual medium that displays motion. While video tutorials are guides on how to explain something, both learning or training materials or the process of operating a system that is packaged in video form. Explanation of the material if accompanied by video tutorials will be easier. Recipients of information will find it easier to understand if instruction is carried out using motion media such as video tutorials that display various kinds of animations, compared to just reading books and listening to verbal explanations [1]. Humans depend on images as a way of thinking and interacting, so that visual perception plays an important role in understanding existing problems [2]. Many parts

of society, including academics, are increasingly relying on visual media to increase understanding of the learning process.

Visual media in the form of tutorial media provides motivation to be more active in learning, prepare before starting practice [3]. Learning through video tutorials can be done independently, repeated according to the level of understanding, and whenever needed. Video tutorials are a medium for transferring materials and conveying instructions. In this study, video tutorials present the implementation of agenda information systems for companies. Agenda information system is a system built to manage incoming and outgoing mail in a company. By using an agenda information system, it can facilitate the retrieval of incoming and outgoing mail archive information, as well as definitive numbering [5].

2. LITERATURE REVIEW

Technology is becoming dominant for now. Almost all community activities use technology. All fields, such as business, education, health and other fields all use technology. The technology used by the community takes various forms, one of which is video media.

Video is a tool that can provide information by displaying animation, explaining processes, explaining complex concepts, teaching skills and influencing attitudes [4]. According to Hayati (2020), the benefits of video as a medium for conveying information include: 1) providing unexpected experiences; 2) shows something that previously could not be seen; 3) analyze changes over a certain period of time; 4) provide experience to feel a certain condition; 5) present a real-life case study presentation that can spark discussion.

Video media is used for various purposes. As a medium of storytelling, news, learning and others [6]. Video tutorials with learning objectives that display audio and visuals in the form of concepts, principles, procedures

and theories to facilitate understanding in learning [7]. The use of video tutorials as a learning medium provides several advantages, namely: more time efficiency, learning can be done anytime and anywhere, all material can be conveyed in one view, and reduces the burden on the teacher [8]. Video tutorials can be used for student learning as well as for employees or anyone who needs them [9]. The Agenda Information System tutorial video is intended for employees, the place where the research is carried out is in a hotel in Indonesia. Agenda Information System is an application created to manage digital-based letters. As with other application systems, this system was built with the help of software, that is MS Access. The Agenda Information System has benefits [5], like: 1) management of letters can be completed quickly and accurately; 2) save space, time and costs; 3) easy to operate; 4) support modern bureaucracy; 5) centralized and paperless data.

3. METHODOLOGY

This research is an action research, namely trying ideas that are translated into practice as an effort to provide knowledge with the aim of increasing the ability of respondents. Ideas are formed in video tutorials which will be used by respondents so that it is easy to apply the ideas that the researcher conveys to letter management activities. The research respondents were hotel administration employees, they are six people, who worked shifts, and all of them did correspondence. Prior to handing it over, socialization will be carried out regarding this video tutorial, henceforth these six employees can learn how to manage mail independently through video tutorials.

4. RESULTS AND DISCUSSION

This research was conducted in a hotel in Indonesia, with the object of research being six administrators who work shifts and each has the responsibility of managing mail. Letters that were originally managed manually, then with this research, it is hoped that letters can be managed electronically. The hotel has computer equipment, but until now, it has not been used to manage mail electronically. Previous letters were managed by filling in mail information in the agenda book, then distributed according to the destination, without being stored at the administrator. If certain letters need to be stored, storage is carried out by collecting them together in order, without classification. As a result, letters will be mixed up not according to the archive storage system, and it is difficult to retrieve them. The Agenda Information System helps administrators to store letters

according to the correct grouping, with a classification list guide.

Letters will be grouped based on the classification list that has been made, such as finance, staffing, cooperation, infrastructure. Then from this classification, it will be further divided based on sub-sub-classifications, by giving a code. So that the letters will be arranged chronologically, and easy to find again.

Letters arranged in the Agenda Information System can be used as a reference, information center, authentic evidence if information is needed in the future as well as the basis for policy making by the leadership. An explanation of the technical operation of the Agenda Information System application has been carried out face-to-face for several weeks, but to strengthen understanding and make it easier for administrators to remember, a tutorial video for the implementation of the Agenda Information System has been made.

Here are some views or menus in the video tutorial. The first displays a menu that describes the company and the title of the tutorial that will be explained.



Fig 1: Initial Menu Display

Then in each tutorial slide, the steps are explained along with how to operate it, every step that must be carried out, both when receiving incoming letters or compiling outgoing letters until they are stored as archives taking into account easy and accurate retrieval. This display provides information on employees who are currently accessing it by granting access permissions in the form of passwords and usernames, as well as the order in which letters are received and outgoing letters. Every time in this view, employees are always reminded of the steps to provide an in-depth understanding which will later remember and be able to run without seeing the video tutorial again.



Fig 2: Next Menu Display

And so on, for the completeness of the contents of the tutorial video, it becomes the copyright of the author and has been submitted to the company used as the research site. At the end of this research activity, feedback or satisfaction from respondents was given to the video tutorials that were submitted. Questionnaires are used to ask for this satisfaction, with a list of questions as follows:

1. Do you find it easy to understand the material presented in the video tutorial?
2. After understanding, can you practice the examples presented in the video tutorial?
3. Does the video tutorial give you insight?
4. Will the presence of video tutorials reduce your mistakes in applying the Agenda Information System?
5. Would you recommend video tutorials to other people for the same case?

Of the questions asked, all administrators answered "yes", indicating that they were satisfied with the performance of the video tutorial. Limited face-to-face explanations can be replaced by video tutorials.

5. CONCLUSION

Video media such as video tutorials provide benefits in explaining, without being limited by space and time. Good and attractive visualization, makes it easy for students to understand clearly and completely the material presented in the video tutorial. The nature of video tutorials that can be accessed without space and time limitations, further supports learning to be more effective and efficient. Employees can easily use video

tutorials to access them at any time, minimizing the risk of forgetting.

6. REFERENCES

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